



# Corporation Scheme of Delegation

**SCHEME OF DELEGATION  
ANNEX TO CORPORATION STANDING ORDERS**

**THIS SCHEME OF DELEGATION SHOWS THE APPROPRIATE LEVEL AT WHICH  
DECISIONS ARE REQUIRED TO BE MADE**

Number	Key Function/Task	Decision Level					
		1	2	3	4	5	6
<b>FINANCIAL</b>							
1	Annually approve the College budget	✓					
2	Monitor income and expenditure	✓					
3	Approve the tuition fees policy	✓					
4	Approve expenditure in excess of £500k	✓					
5	Approve expenditure in excess of £100k and up to £500k	✓					
6	Approve expenditure outside the agreed budget	✓					
7	Approve contracts for sub-contracted education and training above £50k (Subcontracting Policy)	✓					
8	Ensure compliance with the Financial Memorandum	✓					
9	Monitor the performance of College Companies	✓					
10	Review the Annual Accounts of College Companies and nominate Directors of the College Companies and associated joint ventures.	✓					
11	Approve the Financial Regulations	✓					
12	Approve the Treasury Management Policy	✓					
13	Assess the Performance of the Internal Auditors		✓ AC				
14	Assess the Performance of the Financial Statements Auditors		✓ AC				
15	Appoint the internal and external auditors		✓ AC				
16	Recommend the Letter of Representation to the Corporation		✓ AC				
17	Approve the Letter of Representation	✓					
18	Sign the Letter of Representation			✓			
19	Recommend the College's Financial Statements for signature		✓ AC				

<b>KEY:</b>	Level 1: Corporation	Level 4: Principal
	Level 2: Committee	Level 5: Executive
	Level 3: Chair	Level 6: Clerk to the Corporation

Number	Key Function/Task	Decision Level					
		1	2	3	4	5	6
<b>FINANCIAL</b>							
20	Approve the College's Financial Statements for signature	✓					
21	Sign off the College's Financial Statements			✓			

Number	Key Function/Task	Decision Level					
		1	2	3	4	5	6
<b>HUMAN RESOURCES</b>							
22	Appoint the Principal and other Senior Post Holders	✓					
23	Approve a framework for the salaries and conditions of service of all staff within the College	✓					
24	Determine staffing levels				✓		
25	Appoint teaching staff } [Recruitment & Selection				✓	✓	
26	Appoint support staff } Policy for Staff]						
27	Review salary structure				✓		
28	Annually appraise the Principal (by the Chair) and other Senior Post Holders (by the Principal, then shared with the Chair)			✓	✓		
29	Annually appraise all staff and determine the level of annual pay awards (Performance Development Review Procedures)				✓		
30	Formulate disciplinary, capability and performance review policies (Staff Capability and Disciplinary Procedures)					✓	
31	Dismissal/suspension of the Principal/other Senior Post Holders	✓					
32	Dismiss and suspend staff (Redundancy Policy)	✓			✓	✓	

<b>KEY:</b>	Level 1: Corporation	Level 4: Principal
	Level 2: Committee	Level 5: Executive
	Level 3: Chair	Level 6: Clerk to the Corporation

Number	Key Function/Task	Decision Level					
		1	2	3	4	5	6
<b>CURRICULUM</b>							
33	Approve the Self-Assessment Report (SAR)	✓					
34	Formulate a Quality Improvement Plan (QIP)				✓		
35	Monitor performance against the QIP	✓					
36	Develop and monitor the Post-Inspection Action Plan (PIAP)	✓					
37	Monitor the standards of teaching and learning	✓					
38	Monitor success, retention, achievement and attendance rates	✓					

Number	Key Function/Task	Decision Level					
		1	2	3	4	5	6
<b>ESTATES &amp; FACILITIES, HEALTH &amp; SAFETY, SAFEGUARDING AND EQUALITY &amp; DIVERSITY</b>							
39	Approve the Estates Strategy	✓					
40	Insurance and personal liability					✓	
41	Maintain the buildings, including developing a properly funded maintenance plan					✓	
42	Approve a Health and Safety Policy	✓					
43	Ensure compliance with regulations	✓			✓		
44	Approve the annual report on Health & Safety	✓					
45	Approve the Safeguarding for All Policy	✓					
46	Approve the Annual Report on Safeguarding	✓					
47	Monitor Safeguarding including Safe Recruitment					✓	
48	Monitor the Safeguarding, E&D and Prevent Action Plan	✓			✓	✓	
49	Formulate and update the Corporate Risk Register				✓	✓	
50	Monitor the Corporate Risk Register	✓	✓AC				

<b>KEY:</b>	Level 1: Corporation	Level 4: Principal
	Level 2: Committee	Level 5: Executive
	Level 3: Chair	Level 6: Clerk to the Corporation

Number	Key Function/Task	Decision Level					
		1	2	3	4	5	6
<b>GOVERNANCE</b>							
51	Provide appropriate assurance monitoring/ reporting on the adequacy and effectiveness of the College's systems of internal control, its arrangements for risk management/ control and governance processes, and for ensuring VFM		✓AC				
52	Annually review the Instrument and Articles of Government, the Standing Orders and the terms of reference of Committees						✓
53	Modify or revoke any amendments to the I&A, the Standing Orders and the terms of reference of the Committees	✓					
54	Appoint the Chair and Vice Chair of Corporation	✓					
55	Appoint or remove members of the Corporation	✓					
56	Hold special meetings as determined by the Corporation	✓					
57	Establish and maintain a Register of Interests						✓
58	Act as Chief Accounting Officer				✓		
59	Monitor the College's KPIs	✓					
60	Advise on the appointment of members	✓	✓S&G				✓
61	Advise on the skills profile of the Board	✓	✓S&G				✓
62	Approve the Corporation Calendar including the meetings schedule	✓	✓S&G	✓			✓
63	Monitor Members' attendance	✓	✓S&G				✓
64	Publish the minutes of unrestricted Corporation and Committee meetings on the website						✓
65	Sign off the minutes of Board and Committee meetings as accurate		✓ All C'ttee Chairs	✓			
66	Maintain records and report on the use of the College Seal to the F&R Committee	✓					✓

<b>KEY:</b>	Level 1: Corporation	Level 4: Principal
	Level 2: Committee	Level 5: Executive
	Level 3: Chair	Level 6: Clerk to the Corporation

Number	Key Function/Task	Decision Level					
		1	2	3	4	5	6
<b>GOVERNANCE</b>							
68	Annually review the Anti-fraud (Financial Procedures), Anti-Bribery and Risk Management policies and procedures	✓					
69	Annually review the operation of Data Protection, Freedom of Information and Whistleblowing Policies and the Single Equality Scheme	✓					
70	Keep the Senior Post Holder Disciplinary and Grievance Policies under review	✓					
71	Governor Training and Development Policy		✓ S&G				✓
72	Code of Conduct for Corporation Members	✓	✓ S&G				✓
73	Local Recognition and Procedure Agreement	✓			✓		

<b>KEY:</b>	Level 1: Corporation	Level 4: Principal
	Level 2: Committee	Level 5: Executive
	Level 3: Chair	Level 6: Clerk to the Corporation